PQS QUALIFICATION SHEET

**Officer Processor (OP) Module
(Military and Civilian)**

Name of Trainee	Qualification Start Date	Qualification Due Date

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. Administration			
2. Applicant Processing			
3. Basic Officer Qualifications			
4. Quality Control			
5. MEPS and Physicals			
6. ASTB/APEX Testing			
7. Resource Management/ Publications			
8. OTools			
9. Enlistments/ Commissioning /Discharges/ Affiliations/Recalls/ Superseding Appointments			
10. Final Qualifications			

	Discuss/ Initial			Demonstrate/ Initial			Remedial/ Re-qualify		
	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE	TRAINEE	TRAINER	DATE
1. Administration (COMNAVCRUITCOMINST 1131.2, 5400.2 and NAVCRUITDIST policy)									
a. Explain what information and under what conditions information may be given out under the Privacy Act/Freedom of Information Acts.									
b. Identify and explain the NAVCRUITCOM/NAVCRUITREG/NAVCRUITDIST processing chain of command.									
c. Demonstrate the ability to maintain active and residual applications in OTools, ensuring only required documentation remains in the applicant's file.									
d. Identify, screen, route and file incoming/outgoing correspondence.									
e. Demonstrate the ability to use a PC to complete required OPO department reports.									
f. Complete Privacy Act training 101 and 103.									
2. Applicant Processing (COMNAVCRUITCOMINST 1131.2 and NAVCRUITDIST/MEPS Policy)									
a. Demonstrate the knowledge of transportation rules and regulations to make applicant travel arrangements and prepare travel orders for NUCVIPs, MEDVIPs, OCS and NUC interviews.									
b. Explain steps required for scheduling an applicant for processing.									
c. Briefly explain each of the forms required for the following applications for Application to Board, MEDWAIVE and FINDOCS:									
(1) Basic OCS, to include aviation programs									
(2) General medical programs									
(3) Physician (including credentialing section)									
(4) Nuclear Programs									

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(5) DCO									
(6) NAVET									
(7) BDCP/HSCP Programs									
(8) Recalls									
(9) JAG Programs									
(10) Chaplain Programs									
(11) MAVNI									
d. At what points in the process do you review the applicant's file with the applicant/without the applicant?									
e. At what point in the process should the processor take responsibility/ownership of the officer application?									
f. Explain final quality control checks, routing of completed applications and tracking procedures after submission at the following: NAVCRUITDIST and NAVCRUITCOM.									
g. Explain the reconsideration process to include requirements and timeframes less than six months and greater than six months.									
h. What types of documents are not to be reproduced photographically and what are the correct procedures for proper documentation?									
i. Describe application maintenance, including residual file record keeping for inactive duty, collegiate, HPSPs, NCPs and DAs and steps taken for destruction of files and timeframes for each.									
j. Explain the steps required for requesting and preparing travel orders to include OCS, ODS, CEC interviews, NUCVIP and interviews, etc. (COMNAVCRUITCOMINST 1130.8, 1131.2, JFTR, NROTC Professor's Guide).									

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k. Explain the proper procedures for JPAS.									
l. Demonstrate the ability to identify Active vice Reserve designators, to include specific program names.									
m. Explain the MEDWAIVE process from beginning to end.									
3. Basic Officer Qualifications									
a. Explain initial blueprinting for the officer recruiter's information.									
b. Demonstrate the ability to identify basic program eligibility requirements for Active and Reserve programs in the following areas:									
(1) Mental Requirements									
(2) Physical Requirements									
(3) Applicants with police/juvenile records									
(4) Eligibility while under civil restraint									
(5) Applicants with lawsuits pending									
(6) Alcohol/Drug Abuse									
(7) Applicants with dependents/ custody determination									
(8) Age Requirements									
(9) Education Requirements									
(10) Citizenship Requirements									
(11) Security Screening Requirements									
(12) Prior Military Service Requirements									
c. Explain mandatory field rejection and the process.									
4. Quality Control (COMNAVCRUITCOMINST 1130.8 and 1131.2)									

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a. Identify the mandatory pre-application kit quality control checkpoints for Application to Board, MEDWAIVE and FINDOCS									
b. Demonstrate the ability to verify for completeness and accuracy all officer programs forms and documents for Active and Reserve.									
c. Demonstrate the ability to review physical examination results using the following documents:									
(1) Report of Medical Examination									
(2) Report of Medical History									
(3) Medical Supportive Documents									
(4) Consults									
d. Demonstrate the ability to effectively use the checklists to ensure completeness of an officer application.									
e. Explain how to identify and resolve discrepancies between the application forms (Active and Reserve).									
f. Demonstrate how to use the APSR to explain inconsistencies in an application.									
5. MEPS and Physicals (USMEPCOM REGS, MEPS Memorandum, NAVMED P-117), Contract Physicals and MTF Physicals.									
a. List quality control checks performed on pre-screen forms prior to requesting a MEPS physical.									
b. Explain your liaison duties in regard to scheduling and then requesting completed applicant physicals, consults, inspections and communication physicals.									
c. Demonstrate the ability to maintain liaison with MEPS and other service processing personnel.									
d. Explain the procedures used in scheduling applicants for processing at MEPS (to include transportation, required forms and documentation).									
e. Describe quality control checks performed on a completed physical.									

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	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E	T R A I N E E	T R A I N E R	D A T E
f. Describe applicant flow at MEPS.									
6. ASTB/APEX Testing (COMNAVCRUIT COMINST 1131.2 and NAMI P-5098 A)									
a. List required authorization /custody, sub-custody letters.									
b. Explain testing procedures to include:									
(1) Eligibility screening									
(2) Monitoring of testing									
(3) Debriefing the applicant									
(4) Stowage and security of test materials									
(5) Transmittal of and requests for testing									
(6) Procurement/requirement for testing of the demos									
(7) Required documentation									
c. Inventory, administer, proctor, score and forward the Aviation Selection Test Battery (ASTB).									
d. Explain procedures required for reporting loss or compromise of testing materials.									
e. Demonstrate the ability to operate/explain the use of APEX.									
7. Resource Management/Publications – Give a synopsis of the following:									
a. COMNAVCRUITCOMINST 1131.2 Chapter 8 – Collegiate Management									
b. COMNAVCRUITCOMINST 1130.8 – CRUITMAN-ENL									
c. COMNAVCRUITCOMINST 1131.2 – CRUITMAN-OFF									
d. PQS-OFF									
e. COMNAVCRUITCOMINST 5400.2 – SOPMAN									
f. BUPERSINST 7040.6 – Financial Management Guide for PCS Travel (Military Personnel Navy)									

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g. NAVCOMPTINST 7300.99 – Navy Standard Documents Number System and Related Accounting Classification Reference Numbers and Implementation									
h. Joint Federal Travel Regulations									
i. SECNAVINST 5216.5 Navy Correspondence Manual									
j. NAMI P5098B – ASTB									
k. NAVMED P-117 – MEDMAN									
l. OTools Field User's Guide									
8. OTools is fundamental to recruiting success. The OP should be able to demonstrate the following tasks:									
a. Demonstrate the ability to make proper entries/complete required field on a record in OTools.									
b. Demonstrate the ability to attach documents into OTools, to include naming files correctly.									
c. Explain how and where to correctly enter PPI on applicants and recruiters.									
d. Demonstrate the ability to perform a query to obtain needed information in OTools.									
e. Demonstrate the ability to identify the appropriate sections in OTools which show current status of the kit once submitted to NAVCRUITCOM.									
f. Demonstrate the ability to correctly create and complete a "next action" in OTools.									
g. Demonstrate the ability to identify and enter Subspecialty codes in OTools.									
h. Explain the procedures required for submitting a Footprint ticket in OTools.									

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9. Enlistments/Commissioning/ Discharges/Affiliation/Recalls/ Superseding Appointments (COMNAVCRUITCOMINST 1131.2)									
a. Demonstrate the ability to assist candidates in the accurate completion of forms prior to taking the enlistment/commissioning oath.									
b. Demonstrate the ability to establish Enlisted and Officer Service Records and Medical Records.									
c. Explain the screening process required as well as what forms must be completed prior to Enlistment/ Commissioning/Affiliation/Recall/MAVNI and Superseding appointments.									
d. List and explain forms to be completed prior to and then during the Enlistment, Commissioning, Affiliations, MAVNI and Recall process.									
e. Explain special procedures required for selectees currently enlisted in the Naval Reserve prior to and after Officer Candidate enlistment.									
f. List the steps required for distribution of forms and for establishing service, health, pay records and entering PFA scores in PRIMS.									
g. Explain liaison procedures with PSD, NAVCRUITCOM, schools commands and reserve activities.									
h. Explain steps required for discharging both active and inactive enlistees.									
i. Explain both active and inactive DEP management, including liaison responsibilities.									
j. Explain the requirement for a reserve affiliation after commissioning has occurred.									
k. Demonstrate the ability to accurately complete a DD Form 4 for an active and inactive duty enlistment.									

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l. Demonstrate the ability to accurately locate and complete specific program service agreements for both Active and Reserve programs, to include:									
(1) BDCP/HSCP Programs									
(2) CEC Collegiate, CEC DA and CEC BDCP Programs									
(3) Medical programs with HPLRP									
(4) Nuclear Programs									
(5) OCS Programs									
(6) DCO Programs									
10. Final Qualifications									
a. Successfully complete NAVCRUITCOM ORIENT UNIT Quality Control Processing Course.									

11. Record of Qualification:

    a. Recommended for Qualification Board.   Date_____

I, _____ , certify that_____
    (Name/Rank/Qualifier Position)   (Name/Rate)
is ready for final qualification by a PQS Board for the position of OP.

Qualifier's Signature_____

    b. Qualification Board: Date_____

We certify the examinee to be fully qualified for the Position of OPA.

_____   _____
Board President (Name/Rank/Rate/Position)   (Signature)

_____   _____
Board Member (Name/Rank/Rate/Position)   (Signature)

_____   _____
Board Member (Name/Rank/Rate/Position)   (Signature)

_____   _____
Board Member (Name/Rank/Rate/Position)   (Signature)

   c.   Reviewed: Date_____

PQS Training Officer, NAVCRUITDIST_____ _____
                                               (Signature)

   d.   Approved: Date_____

Commanding Officer, NAVCRUITDIST_____ _____
                                               (Signature)

   e.   Service Record Entry or Civilian Equivalent: Date_____

Chief Administrator, NAVCRUITDIST_____ _____
                                               (Signature)

You are hereby granted an extension. Your new maximum qualification date is
_____. (Attach a copy of extension request with justification).

                    _____
                              PQS Training Officer

Copy to:
Member's Training Record